

Lettings Policy



Last reviewed	Autumn 2025
Reviewed by	Catherine Phillips
Approved by	Governing Board
Date of approval	Autumn 2025

Introduction

It is our mission to serve the local and wider community and feel that part of this commitment can be met by making available the space we have when it is not being used for our core academic purpose. Use of the school premises by the school, or on behalf of the school (e.g. PTFA) are not subject to the charging elements of this policy. Upon an initial enquiry being made, a copy of the Lettings Policy will be sent with the application form to the Hirer.

Categories of Lettings

The use of the school premises is divided into the following three categories:

- i. Community and Leisure Learning (e.g. adult education)
- ii. Private (e.g. Wedding Receptions)
- iii. Commercial

Availability of Premises

Designated areas within the school are available for hire unless required by the school. The school is only available for hire Monday – Friday during term time (except by special arrangement with the Headteacher).

Charges

The Governing Body reserves the right to make a charge for the use of the school premises. The charge will vary according to the category of the letting as laid out in our Charges and Remissions Policy.

VAT is normally chargeable only on lettings of sports facilities (a concession may be available from H.M. Revenue & Customs if certain conditions are met).

Application Procedures

1. Application forms (see appendix) should be submitted to the School Office at least two weeks before the first day of the proposed letting.
2. In the case of block bookings, four weeks' notice should be given. The person signing the application form will be considered to be the Hirer.
3. The Hirer will be required to submit a copy of the completed booking form to the school before a booking can be accepted. The booking acceptance will be confirmed by letter to the Hirer.

All applications will be considered on their merits, taking into consideration the suitability of the activity with particular regard for the school's safeguarding responsibilities.

The Governing Body reserves the right to:

- refuse applications without giving a reason
- have a representative present at any function
- terminate any activity not properly conducted

Letting fees are reviewed annually by the Governing Body. When the letting has been confirmed, payment must be made to the school, prior to the use of the premises. In the case of a regular booking, payment will be required at the end of each term.

Conditions of Use

Security of the Premises and Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the

hirer in this respect will result in the hire being terminated.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

Entrance to the school will be via the Main Entrance during school opening hours only. For security reasons, the school keys will not be available to the Hirer unless previously agreed by the Headteacher. It will be the responsibility of the Hirer to ensure that the room in use is kept secure during the letting and that delegates are not permitted to wonder unaccompanied around the school.

Hirers will be required to be appropriately DBS checked in order to make a booking. It is also the responsibility of the hirer to ensure that all delegates are DBS checked for work with children. The school's safeguarding policy will be shared as part of the booking process.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the school's Designated Safeguarding Lead(s) as soon as reasonably practicable.

The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

Health and Safety

No smoking/vaping is permitted inside the premises or within the school grounds.

No alcohol is to be sold/consumed on the premises or within the school grounds.

The Hirer shall comply in all respects with the requirements of all statutory authorities including the directions issued by the School and with the provisions of the Health and Safety at Work Act 1974, the Children and Young Persons Act 1933 and all other statutory instruments or rules which affect or govern the type of function being held at the premises.

Any equipment supplied by the Hirer shall be safe and fully operational. The School reserves the right to inspect (and to levy an additional charge for so doing) and remove any equipment found to be faulty and/or unsafe or dangerous.

It shall be the responsibility of the Hirer to familiarise themselves with the location of all entrances and exits to and from the Premises including all fire and emergency exits and muster points and the location of any firefighting equipment. The Hirer shall ensure that all entrances and exits are free of obstruction and can be safely used and that there are no obvious fire hazards on the premises.

The Hirer shall not bring or allow into the premises any articles or substance of an inflammable, explosive, dangerous, noxious or offensive nature.

No unauthorised heating, candles or lighting appliances shall be used on the premises without the previous written consent of the School.

The Hirer is responsible for the Health and Safety of all persons using the Premises. The Hirer must therefore ensure, prior to the hiring, that the Hired Area and all access and egress there to is suitable for the proposed use by the Hirer and are safe for persons using the premises.

The Hirer shall be responsible for the provision of all first aid equipment as required for the hire.

The Hirer shall comply with all the conditions and regulations, made in respect of the Premises by the Fire Authority and the School particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.

Use of Facilities

- 1) The Hirer will be responsible for the proper use of the school facilities (specialist equipment is not generally available e.g. projectors, TV and video equipment, cookers etc., unless special arrangements have been made) and must take all reasonable precautions to ensure that there is no damage to the fabric of the buildings; furniture and fittings, or school equipment. The Hirer will be responsible for making good any damage to the premises and property. Any precautions required to ensure the users' safety when using equipment are the responsibility of the Hirer. This includes, for example, the provision of information and training in the use of the equipment. In all cases, the Hirer must ensure that risks associated with the activity are properly controlled throughout the hire period and that the premises are returned to the control of the school in a clean and satisfactory condition.
- 2) All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should be less than one year old for earthed equipment, or less than 4 years old for double insulated equipment). Lower voltage equipment must also be safe and in good condition.
- 3) The Hirer must be advised that they cannot rely on the school's risk assessments for any activities carried out during the letting and must complete their own risk assessments, a copy of which must be held by the school.
- 4) Users should acquaint themselves with the Fire and Safety regulations and procedures relating to the area of the premises in use. These will be clearly displayed in each of the designated areas. It is the responsibility of the Hirer to provide first aid equipment and trained personnel. They must follow school fire procedures.
- 5) Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring.
- 6) The hirer will be provided with a copy of the school's health and safety policy and the hirer should have regard for this whilst using the premises.
- 7) The must not make any changes to the fabric of the building including pinning or drilling items into walls. Only agreed notice boards should be used for display, this is particularly important given the presence of asbestos on the premises.
- 8) The Hirer must use only that area of the building hired and must observe any instructions given by the school concerning the area available. Any furniture or equipment moved by the Hirer should be returned to its original position at the end of each session.
- 9) Toilets are available in the corridor opposite the hall.
- 10) The Hirer is responsible for ensuring that good order is kept on the premises and within the immediate environs of the school, and that the premises are left in a clean

and tidy condition.

11) The Hirer will be responsible for ensuring that the group has adequate insurance appropriate to the activities organised.

12) The school reserves the right to levy an additional charge to cover:

- any additional cleaning that may be required after an event
- the cost of repair of damage to the school fabric or equipment
- the cost of replacement of any items of school equipment if uneconomical to repair

13) For security reasons, the Hirer will not have access to the school telephone. Hirers should use a mobile telephone for use in an emergency.

15) Smoking is not permitted anywhere on the school site and alcohol must not be consumed.

16) Animals, other than Guide Dogs, are not permitted anywhere on the school premises. This is purely on grounds of hygiene.

17) No combustible materials are to be used within the school, except with the express approval of the Governing Body.

In the event of an incident, fire or near miss

The school must ensure that County Council Incident Report forms are made available to the Hirer, who in turn, must ensure one is completed correctly and that an investigation is undertaken. A review of the risk assessment for the activity will be required. If the Hirer has produced a risk assessment then the hirer is responsible for undertaking the review and informing the school of any findings that may be relevant. Schools are NOT responsible for undertaking risk assessments for Hirer's activity(ies).

In the event of fire

The Hirer will call the Fire Service (if school staff are not present and supporting the activity). All users will evacuate the building via the nearest fire exit and muster at the designated point. Users must not re-enter the building until the 'all clear' has been given. The Fire Service will give this. Fires must be reported using the County Council Incident Report form. Users should be aware of the position of the fire panel so that emergency services can be informed.

Licenses

There are a variety of licenses that may be required for different types of function. The onus is on the Hirer to ensure which are necessary, and must produce documentary evidence before the letting takes place. The Hirer will indemnify the school and LA against any action brought about by failure to obtain the necessary license(s). The following categories of letting may require a license:

- Theatre license
- Copyright/Royalty license
- Cinematography license
- Alcohol
- Music, Singing and Dancing

Insurance

The Hirer will be entirely responsible for the proper use of facilities and must take all

reasonable precautions to ensure that there is no damage to the fabric of the building, furniture and fittings or any school equipment.

i) The Hirer shall indemnify the Local Authority when signing the application form against any claim for bodily injury or loss of damage to property (real or personal) whether belonging to the LA or to any other person if the said loss, damage or injury is either caused by the negligence of the user or by the negligence of any other person using the premises hired with the permission of the Hirer.

ii) The effect of i) is that the Hirer will be liable to indemnify the LA for any damage which is caused when the premises are being used for a function for which they are let. However, it is only operative if the damage etc. is caused by the negligence of the user or any other person using the premises with the Hirer's permission.

Cancellations

a) By the Hirer Cancellations should be made in writing at least 24 hours before the proposed letting, otherwise the Hirer will still be liable for the standard charges. In the event of a cancellation being made at the appropriate time, the school will credit the Hirer for a free booking the following term, if applicable, or refund the fee if no further bookings are required.

b) By the School

If the school finds it necessary to cancel a booking, as much notice as possible will be given, generally not less than 24 hours, and, where possible, alternative accommodation will be offered. If this is not possible, a refund will be made. The LA and the school will accept no liability in respect of commitments incurred by the Hirer due to such cancellations.

Review

This policy will usually be reviewed during the Autumn Term every three years, and at any other time as may be necessary.

AGREEMENT FOR THE USE OF SCHOOL PREMISES

An agreement made on: _____

Between St Leonard's Primary School and _____

IN CONSIDERATION of the school permitting the hirer to use the accommodation listed on the dates and times shown in the schedule below, the hirer shall observe the following conditions:-

- Full payment being made in full at least one week prior to the letting(s) taking place;
- the person in charge of your activity being shown the fire escape routes before the start of the letting;
- the Conditions of Use prevailing at the time of the letting.

A receipt and authorisation to use the premises will be issued when payment is received.

LETTING INFORMATION

Organiser/Hirer name	
Address of Organisation/Hirer	
Contact Telephone Number	
Email Address	
Reason for Hire	
Room(s) to be hired	
Approx Number of Participants	
Date(s)	
Time(s)	
Insurance	
DBS (and number)	Yes / No
Additional information	

POLICIES

All lettings will be subject to the hirer following our school policies on Fire Safety, Safeguarding and Health and Safety.

By signing the lettings agreement, the hirer agrees to the conditions set out in the Lettings Policy.

By signing the lettings agreement, the hirer agrees to inform all delegates of the following policies and procedures:

- Training Facilities Risk Assessment
- Fire exits
- Use of adult toilets
- Mobile Device Policy
- No smoking/vaping on or around the school premises
- Parking facilities
- Signing in/out procedure via the main office

Signed _____ Date _____ (hirer)

Signed _____ Date _____ (school)

NOTE: Please ensure the Conditions of Use and the terms specified above are fully understood. Failure to comply will invalidate the Hire Agreement.

A non-refundable 50% deposit is required at the time of booking.

BACS Payments to:
 Account Name: SCC County Fund
 Sort Code: 30 93 83
 Account Number: 44093360

Please add 2403 Lettings to your Reference.

